

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION**

1. PROJECT NUMBER: IDEA- _____ -02 <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CONSORTIUM			1a. PROJECT PERIOD: 9/1/01 to 8/31/02		
2. LEA:				2a. County:	
3. PROJECT DIRECTOR:		3a. TEL: ()		3b. FAX: ()	
4. ADDRESS:					
5. BUSINESS ADMINISTRATOR:				5a. TEL: ()	
6. PROJECT	7. Approved Amount	8. Expended Amount	9. Unexpended Balance	10. Amount to be Refunded to NJDOE	11. Proposed Carry-Over
<input type="checkbox"/> Basic Final Report	\$	\$	\$	\$	\$
<input type="checkbox"/> Preschool Final Report	\$	\$	\$	\$	\$
FINAL REPORT					
12. Number of Children Served: Basic:					
Preschool:					
13. Report of Completed Activities: List Basic and Preschool activities separately. Attach additional pages if necessary.					
Complete for Carry-Over Application and/or for Refunds to NJDOE					
14. Reason Funds Were Not Expended During the Project Period: List Basic and Preschool activities separately. Attach additional pages if necessary.					

This form is to be used for FY 2002 awards only!

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION**

INSTRUCTIONS FOR COMPLETING PAGE 1

Refer to your IDEA-B approved budget or the most recent approved amendment prior to completing this report.

- Items 1-5a. Complete all identifying information.
6. Check the appropriate Project: Basic Final Report and/or Preschool Final Report.
 7. Enter the approved amount(s).
 8. Enter the amount(s) expended during the project period.
 9. Subtract the amount in item 8 from the amount in item 7 and enter the difference.
 10. Enter the unexpended balance amount from item 9 that you are refunding to NJSDOE. **Enclose a check for that amount payable to: Treasurer, State of New Jersey and mail with a copy of page 1 of this report to:**
**Department of Education
Office of Budget and Accounting
Revenue and Grant Accounting
PO Box 500
Trenton NJ 08625-0500.**
 11. Enter the unexpended balance amount from item 9 that you are applying to carry forward into the next project period.
 12. Enter the number of children served using project funds.
 13. Provide a report of the completed activities using the expended funds. List Basic and Preschool activities separately.
 14. If applying for carry-over funds or making a refund to NJDOE, provide a brief but specific description why all funds were not expended/obligated within the project period. Consortium applications must include a statement that all participating districts agree to this request. **This item must be completed if funds are indicated in item 11.**

ALL FINAL REPORT/CARRY-OVER APPLICATIONS MUST BE SUBMITTED TO YOUR COUNTY OFFICE IN ACCORDANCE WITH THE TIMELINES LISTED IN THE GUIDELINES.

You may also locate forms and guidelines through the New Jersey Department of Education Website at <http://www.state.nj.us/education>. Select *Grants*. Select *Entitlement Grants*.

Note: If your district has approved FY 2001 Carry-Over, you must file separate reports using the appropriate form. These forms can be located on the website.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
BUDGET DETAIL
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT *EXPENDED BUDGET***

LEA: _____

PROJECT NUMBER: IDEA-_____-02

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC EXPENDED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL EXPENDED BUDGET

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
BUDGET DETAIL
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT EXPENDED BUDGET**

INSTRUCTIONS FOR COMPLETING PAGE 2

- ◆ Enter the LEA name and IDEA Project Number

- ◆ *Expenditure Category and Function & Object Code:* List expenditures separately by category and code. See Appendix J, *The Quick Reference of Commonly Requested Costs*, for assistance.

- ◆ *Description/Itemization:* List/describe each item by category. For salary categories, list each position separately, by title, specifying if a summer employee.

- ◆ *Expended Budget(Basic/Preschool):* Report the amounts expended from this IDEA-B award. All equipment purchases must be reported on the "Federal Equipment Inventory Page".

- ◆ Use additional sheets as needed.

NOTE: Effective FY2002, equipment (Function & Object Codes 400-731 and 400-732) will be defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

NEW JERSEY DEPARTMENT OF EDUCATION
 INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
 BUDGET DETAIL

COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION *PROPOSED BUDGET*

LEA: _____

PROJECT NUMBER: IDEA-_____-02

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC PROPOSED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL PROPOSED BUDGET

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
BUDGET DETAIL
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION PROPOSED BUDGET**

INSTRUCTIONS FOR COMPLETING PAGE 3

Complete this page only if unexpended Basic and/or preschool funds are to be carried over.

- ◆ Enter the LEA and Project Number.
- ◆ *Expenditure Category and Function & Object Code:* List expenditures separately by category and code. List/describe each item by category. For salary categories, list each position separately, by title, indicating any summer employees. See Appendix J, *The Quick Reference of Commonly Requested Costs*, for assistance.
- ◆ *IDEA-B Proposed Carry-Over Budget:* Enter the amounts of carry-over funds to be expended.

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**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION
Budget Summary**

LEA: _____

PROJECT NUMBER: IDEA- _____ -02

15. EXPENDITURE CATEGORY	15a. FUNCTION & OBJECT CODE	15b. FINAL REPORT/ EXPENDED BUDGET		15c. CARRY-OVER PROPOSED BUDGET	
		Basic	Preschool	Basic	Preschool
INSTRUCTION (100 Series)					
Personal Services - Salaries	100-100				
Purchased Prof. & Tech. Services	100-300				
Other Purchased Services	100-500				
General Supplies	100-600				
Other Objects	100-800				
SUBTOTAL INSTRUCTION					
SUPPORT SERVICES (200 Series)					
Personal Services - Salaries	200-100				
Personal Services - Employee Benefits	200-200				
Purchased Prof. & Tech Services	200-300				
<i>Purchased Prof. - Ed. Serv.</i>	200-320				
Purchased Property Services	200-400				
Other Purchased Services	200-500				
<i>Travel</i>	200-580				
Supplies and Materials	200-600				
Other Objects	200-800				
<i>Indirect Costs</i>	200-860				
SUBTOTAL SUPPORT SERVICES					
FAC. ACQ. & CON. SER. (400 Series)					
Buildings Use Charge	400-720				
Instructional Equipment	400-731				
Noninstructional Equipment	400-732				
SUBTOTAL FAC. ACQ. & CON. SER.					
Schoolwide Programs: Abbott	520-930				
Schoolwide Programs: Non-Abbott	520-932				
TOTAL					
<input type="checkbox"/> As the applicant LEA for the consortium, I certify that all participating LEAs are in agreement with this Final Report/Carryover Application.					
To the best of my knowledge, I certify that this report is accurate.					
16. LEA Board Secretary Signature:		Date:			
17. LEA Chief School Administrator Signature:		Date:			
18. Board Approval Date for Carry-Over:					
NJDOE USE ONLY					
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CSBA Signature:		Date:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CSCS Signature:		Date:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	OGMD Signature:		Date:	

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER
APPLICATION
*Budget Summary***

INSTRUCTIONS FOR COMPLETING PAGE 4

- ◆ Enter the LEA and the IDEA Project Number.
- 15-15a. *Expenditure Category and Function Object Code:* Expenditure categories and function & object codes have been included for Instruction and Facilities Acquisition sections. For the Support Services Categories, list those expenditure categories and function object codes from the approved budget/amendment or proposed carry-over application.
- 15b. *Basic and Preschool Final Report/Expended Budget Columns:* By expenditure category, enter the summary amounts expended using IDEA-B funds during this project period. Enter the subtotals and total amounts.
- 15c. *Basic and Preschool Carry-Over Proposed Budget Columns.* By expenditure category, indicate the amounts budgeted for carry-over. Enter the subtotals and total amounts.

The consortium applicant LEA certifies that all participant LEAs agree with this report and the proposed carry-over application by checking the box.
- 16. Dated signature of the LEA Board Secretary.
- 17. Dated signature of the LEA Chief School Administrator approving this report.
- 18. ***A Board of Education approval date is required for all carry-over applications.***

NOTE: Effective FY2002, equipment (Function & Object Codes 400-731 and 400-732) will be defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B**
Project Period 9/1/01 to 8/31/02

COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT - Federal Equipment Inventory

LEA: _____

COUNTY: _____

Project Number: IDEA- _____-02

Acquisition Date	Description (Name, Type, Size)	Manufacturer/Model	Serial/Inventory Number	Unit Acquisition Cost	IDEA Cost by Title	% of IDEA Cost by Title	Location in LEA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION

FINAL REPORT - FEDERAL EQUIPMENT INVENTORY

INSTRUCTIONS FOR COMPLETING
PAGE 5

Equipment: Effective FY2002, equipment (Function & Object Codes 400-731 and 400-732) will be defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

- ◆ Complete all identifying information.
- ◆ All columns must be completed for each piece of equipment purchased with IDEA-B funds.
- ◆ The total of the IDEA Costs listed must equal the equipment costs listed on the Budget Detail and Budget Summary pages for Function & Object Codes 400-731 and 400-732.
- ◆ If the equipment does not have a serial number, an identification number **must** be assigned.
- ◆ For items partially funded, indicate the total unit acquisition cost, the IDEA cost by each Title (Basic or Preschool) and the percentage of IDEA funds utilized by Title.